



International Business Meetings: Turning Contacts into Clients

Date: Tuesday 3 November 2009

Venue: New City Court, 20 St Thomas Street, London SE1 9RS

Cost: Free

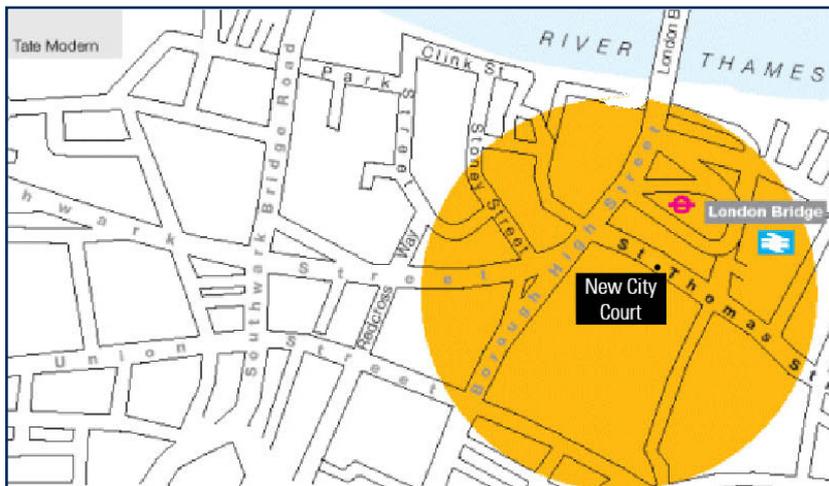
Time: 09.45 - 17.30

A fully participative and interactive session on winning profitable international business

This practical workshop looks at the skills required to win more international business through getting to know your international contacts better.

The seminar will help you improve your ability to build strong and deeper relationships with your contacts so that they become profitable clients. It will also advise on how to create opportunities for a fruitful business meeting; plan and manage an international meeting; discuss fees without embarrassment and how to win the work.

This event is open to London businesses who have been registered and trading for 12 months or more only.



ON THE AGENDA:

- How to network at international events
- Cultural awareness
- How to follow-up new contacts
- Staying confident in unfamiliar business environments

SPACE IS LIMITED

To guarantee your place at this workshop please ensure that the application form overleaf is completed and returned by midday on Tuesday 27 October.



European Regional
Development Fund
Investing in your future
Project part funded by ERDF

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Title	
First name	
Surname	
Company name	
Your job title	
Company address and postcode	
Email	
Telephone	
Website	
Business sector	
Number of employees	Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual <input type="checkbox"/>
Annual turnover	
Net profit	
Depreciation	
Annual sales (£)	
Total wages	
If you are currently exporting, which markets and countries?	
Country interest	
Export turnover	
Which, if any, UKTI service(s) have you used before?	Passport to Export <input type="checkbox"/> Market Research (OMIS) <input type="checkbox"/> Export Marketing Research Scheme (EMRS) <input type="checkbox"/> Market Visit <input type="checkbox"/> Export Communications Review (ECR) <input type="checkbox"/> Tradeshow Access Programme (TAP) <input type="checkbox"/>

ELIGIBILITY:

Companies must have been trading for at least 12 months or more. They should be small or medium enterprises (SMEs) based in one of London's 33 boroughs and must have fewer than 250 employees with a turnover of less than £40m. **One delegate per company only may attend. Each company is eligible to attend no more than five dates in this series of workshops.**

BOOKING OPTIONS:

Please return this booking form by midday on Tuesday 27 October. Pre-register now to avoid disappointment.

POST

Complete this form in BLOCK CAPITALS and post to: Sabina Hussain, GLE, New City Court, 20 St Thomas St, London SE1 9RS

FAX

Complete this form in BLOCK CAPITALS and fax back to: +44 (0) 20 7403 1742 - FAO Sabina Hussain

EMAIL

Complete this form in BLOCK CAPITALS and email to: sabina.h@gle.co.uk

FURTHER INFORMATION

T: +44 (0) 20 7940 1548

E: sabina.h@gle.co.uk
uktradeinvest.gov.uk/ukti/london

Please tick if you would like further information about UKTI London events

DATA PROTECTION ACT 1998

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